

## CHANGE NOTICE FOR MANUAL

**DATE:** July 28, 2022  
**MANUAL:** State Refugee Office Manual  
**TO:** County Directors of Social Services  
**CHANGE NO:** 2-2022  
**SUBJECT:** Policy and Forms Updates  
**EFFECTIVE:** Immediately

### I. BACKGROUND

The purpose of this change notice is to update State Refugee Office (SRO) Manual. The SRO manual chapters have been reformatted for consistency and clarification as well as removing outdated references. Current policies issued via Administrative Letters or Dear County Director Letters have been addressed and incorporated in these policy updates.

### II. SPECIFIC CHANGES

<b>I. CHAPTER I</b>	
<ul style="list-style-type: none"><li>• Addition of Ukrainian population and status information.</li><li>• Clarification and updates of definitions.</li></ul>	
<b>II. CHAPTER II</b>	
<ul style="list-style-type: none"><li>• Addition of Ukrainian population and status information</li><li>• Change from 8-months to 12-months</li><li>• Clarification of Eligibility Timeframe for all Refugee statuses</li><li>• Clarification of the DSS-6247 form.</li></ul>	
<b>III. CHAPTER III</b>	
<ul style="list-style-type: none"><li>• Addition of Ukrainian population and status information</li><li>• Change from 8-months to 12-months</li><li>• Clarification of Eligibility Timeframe and Employment Referral for all Refugee statuses</li><li>• Clarification of the DSS-6247 and DSS-5022 forms.</li></ul>	
<b>VI. APPENDIX</b>	
<ul style="list-style-type: none"><li>• Addition of Appendix K – Benefits for Ukrainian Humanitarian Parolees Fact Sheet</li></ul>	
<b>FORMS</b>	
DSS-5022	Refugee Work Registration Certification, Employment/Refusal and Termination/Denial Notice
DSS-6241	Refugee Cash Assistance (RCA) Application
DSS-6242	Refugee Medical Assistance (RMA) Application
DSS-6247	Notification of *Refugee Arrival and Intent to Apply for Benefits

### III. IMPLEMENTATION INSTRUCTIONS

These changes are effective immediately, Submit any questions regarding this policy to [RefugeeAssistance.Policy.Questions@dhhs.nc.gov](mailto:RefugeeAssistance.Policy.Questions@dhhs.nc.gov).

Sincerely,

A handwritten signature in cursive script that reads "Carla West".

Carla West,  
Senior Director for Economic Security Division of Social Services,  
Economic and Family Services  
CW/cg

**RF-CN-02-2022**